



**OUR LADY  
OF THE LAKE  
COLLEGE**

**Campus  
Safety & Security  
Booklet**

**JUNE 2011**

**OUR LADY OF THE LAKE COLLEGE  
7434 Perkins Road • Baton Rouge • Louisiana 70808**

## **EMERGENCY NUMBERS**

<b>OLOL SECURITY</b>	<b>765-8825</b>
<b>SHERIFF</b>	<b>389-5000</b>
<b>EMERGENCY</b>	<b>911</b>

**(From College phones dial 91 + number.)**

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*Our Lady of the Lake College  
is an equal opportunity college.*

## INTRODUCTION

The *Campus Safety and Security Booklet* is published each August by Our Lady of the Lake College Office of Health & Safety. It includes the annual security report including documentation of campus crimes for the preceding three calendar years. The offenses for which the statistics are reported are defined in accordance with the FBI's Uniform Crime Reporting (UCR) Program.

This booklet also includes a guide to campus security policies and procedures, drug and alcohol policies, campus emergency response, campus sexual assault programs, available resources both on and off campus, and how to report a crime.

The booklet is distributed at least annually at Campus Assembly and at new faculty and new student orientations. Prospective students may request a copy of the booklet and it is available on the college website.

## I. REPORTING UNUSUAL OR EMERGENCY SITUATIONS

Should student(s) or employee(s) note any unusual situation related to safety/security, they are encouraged to notify Tracer Security at **765-8825**. Security will notify College administration as deemed necessary.

The Tracer Security Department will also assist College personnel in contacts with outside police agencies in response to reports of unusual or emergency situations.

## II. CAMPUS SAFETY/SECURITY

It is the policy of Our Lady of the Lake College to conduct all operations safely and to provide a healthy environment for students, faculty, staff and visitors. The policies, procedures and guidelines presented in this publication have been developed to assure this environment and to comply with the Student Right to Know and Campus Security Act (Public Law 101-542), the Higher Education Technical Amendments of 1991 (Public Law 102-26), 1992 (Public Law 102-325), 1993 (Public Law 103-208), 1998 (Public Law 105-244) and the Victims of Trafficking and Violence Protection Act of 2000 (Public Law 106-386).

Our Lady of the Lake College is also committed to the safety practices and procedures established by the Occupational Safety Act of 1970 as amended, and to various State and Health statutes. It is the responsibility of all students and employees to be familiar with the College's safety policies and to conduct themselves accordingly.

### **Safety Security Equipment**

The College buildings are protected by an electronic security system. The doors are locked and the alarm system is set at the end of each working day.

Additionally, the College buildings are equipped with fire safety equipment that includes smoke detectors and/or heat sensors that activate the central alarm system. Hand-pull equipment is located throughout the campus to be used to alert students, faculty, staff, and visitors to exit the premises. Fire extinguishers are situated about each building for ease of access. Fire exit routes are clearly marked in main hallways. Additional lighted EXIT signs designate exit routes and doors.

A list of emergency telephone numbers is posted throughout the campus near entrances and exits. Tracer labels are placed on all campus phones with Tracer phone number and the physical address of that location.

Lighted parking lots are provided for students should they enter/exit the building(s) during evening hours.

### **III. SAFETY POLICIES**

Each member of the faculty, staff and student body is responsible for carrying out campus regulations, procedures and practices, and shall comply with federal, state, and local laws related to security matters while on campus or in the course of representing the College or conducting college activities.

The College is not responsible for damage to personal property of faculty, staff, students or visitors. The college is not responsible for lost or stolen personal items. Please do not leave personal or valuable items unattended.

#### **Firearms and Weapons Policy**

The unauthorized use and possession of firearms, knives or weapons is prohibited on the OLOL College campus.

#### **Drug and Alcohol Policy**

The misuse of drugs (unlawful possession, use, sale or distribution) is a violation of Federal and Louisiana State laws. Louisiana law also prohibits the purchase, public consumption or possession of alcoholic beverages by people under the age of 21. The misuse of drugs and/or alcohol is prohibited on the campus.

On campus and/or clinical laboratory/agency misuse of drugs or alcohol is subject to OLOL College disciplinary action. Any behaviors which suggest drug or alcohol impairment will result in a requirement for a student to submit to drug screening at his/her own expense.

Students and employees of OLOL College are subject to jurisdiction under federal and state laws. The College has an obligation to report any information concerning actions or practices which are violations of these laws.

#### **Smoking Policy**

Our Lady of the Lake College is a smoke-free campus. The use of tobacco products including but not limited to cigarettes, cigars, and pipe smoking is prohibited on the College property. The property includes all buildings, grounds and parking lots.

All OLOL College faculty, staff and students are expected to honor the intent of the no smoking policy, to use the programs and services available to avoid smoking while on campus and avoid exposing others to second hand smoke. Violation of the policy will result in disciplinary up to and including termination or dismissal from the College.

### **IV. SAFETY PROGRAMS**

#### **Campus Watch**

The College encourages and expects students, visitors, faculty and staff to promptly and accurately report all crimes, emergencies, suspicious activity and potentially dangerous situations. Doing so allows the Security Department to better assure a safe and secure learning environment.

### **Tracer Security**

Campus security is provided by Tracer Security, a uniformed guard service contracted by Our Lady of the Lake Regional Medical Center.

Security guards will attempt to assure physical security and safety through vigilance and management of external and internal rounds of the College. Tracer Security is staffed 24 hours a day to provide immediate availability for emergency response.

If a criminal offense occurs on campus, Tracer Security serves as the College's liaison with the Baton Rouge Police Department.

### **Security Escort Service**

Tracer Security guards will provide escort service upon request and courtesy patrol in parking areas by calling **765-8825**. Due to the nature of our growing campus with an increase in the number of students, classes and buildings on different streets and the fact that the escort service is also available to the OLOLRMC staff and visitors, an escort may not be available in a timely manner. It is therefore strongly recommended that students use a buddy system to escort each other while on campus.

Students are encouraged to meet each other before and after classes so that they may travel in groups. For example, a small student group could leave class and walk together to the nearest student's car and that student could drive the others to their cars. For more suggestions on developing buddy system, contact the Office of Health & Safety at 768-1755.

### **Sexual Assault and Self Defense Programs**

There is a wonderful opportunity for OLOL College students to attend a self-defense course at LSU. The 12-hour Rape Aggression Defense (RAD) System is a program of realistic self-defense tactics and techniques for women. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. Courses are taught by nationally certified R.A.D. Instructors. The course is available to students, faculty, staff and community members. OLOL College students are eligible for the same student discount as LSU students. Contact the LSU Wellness Education Department at 225-578-5718 for more information.

Any OLOL College student may check out a copy of the "Police Safety Seminar" videotapes from the College Library. This video was filmed during the Safety Seminars that were offered to the public in 2002 by the EBR Police Department. The video provides excellent personal safety tips and tactics.

There is also a free self-defense class for women offered by the Baton Rouge Police Department called The Equalizer. Participants must be at least 13 years old with no current injuries. This class involves hands-on, physical training. For more information about attending The Equalizer, and for course schedules, please contact the Training Academy at 225-389-3886 or visit [www.ssgt.us](http://www.ssgt.us).

### **Fall and Spring Safety Seminars**

A safety seminar is presented every fall and every spring semester. Watch for email notification and flyers regarding specific details. Periodically, a representative from Tracer or the Police Dept. presents a campus security and crime prevention program. Local agencies are available to provide additional educational programs to students, faculty and staff. Individuals interested in additional safety and security programs should contact the Director of Campus Health & Safety.

### **Emergency Notification**

The College has developed a procedure for “timely warning notice” to be disseminated to students and employees should a violent crime be reported to campus or local police that is considered to be a threat to students and employees. The procedure is designed to enable College administrators to make prompt decisions about the dissemination of warnings in a manner that is timely and that will aid in the prevention of similar crimes on campus. Official messages will be placed on the College website and the emergency hotline (225-490-1600) as well as being distributed by e-mail and text message. Paging through the phone system may also be employed as a means of communication.

### **Automotive Assistance**

The following contact information may be helpful should a student, faculty member or staff member’s personal vehicle become disabled while on campus. The College is not responsible for any damages that may arise from your use of these services.

#### **Pop-A-Lock**

(225) 292-6736

For lock out services, jump starts, tire change

#### **Tire Kingdom**

4675 Essen Lane

(225) 757-1122

Monday-Saturday: 7:00 a.m.- 6:00 p.m.

No towing available but will provide 10% discount to students  
(exception: economy tires already discounted)

#### **Winner’s Circle Car Care Center**

1811 Staring Lane

(225) 769-1218

Hours 7:30 a.m -5:30 p.m Monday- Friday

7:30 a.m.-3:00 p.m Saturday

Towing available, tire and full service car care  
Student discount available on oil changes

#### **Campus Car Care**

1824 Highland Rd.

(225) 387-5578

Hours 7:30-5:00 Monday- Friday

10% Discount on labor for students including towing

#### **Expert Car Care**

3079 Government St.

336-0201

Free Towing if repair services performed  
10% Discount for students

**Capitol Towing** (225) 751-6000  
24 hour Tire Changes, Jump Starts

**Bob Story's Towing** (225) 275-9171

**Service PLUS Towing** (225) 357-6711

**Ace Towing** (225) 753-6300

**Bill's Professional Road Service** (225) 752-5063  
Specializes in flat tires

## **V. GENERAL SAFETY RULES**

- A. To Prevent Accidents
  1. Observe all safety regulations.
  2. Report any unsafe conditions or defective equipment.
  3. Report all accidents immediately.
  4. Walk; don't run, especially in stairwells.
  5. Open doors slowly.
  6. Don't block doorways, stairwells or emergency exits.
  7. Do not lift or move heavy objects without assistance.
  8. Do not pick up broken glass. Ask for assistance from the custodial staff.
  9. Handle electrical equipment with dry hands. Switch off equipment before unplugging it.
  10. Use a stepladder or stool to reach high objects. Do not use a chair, desk, etc.
  11. Do not cause trip hazards with extension cords, telephone lines or power cords.
  12. Transport equipment, books and supplies using proper carriers.
  13. Know the location of all fire alarm switches.
  14. Know the location of all smoke detectors.
  15. Know the location of all fire extinguishers.
  16. Know how to activate fire extinguisher.
  17. Study the evacuation plan posted in the hallways.
  18. Walk on sidewalks.
  
- B. To Prevent Crimes
  1. Never expose valuables or cash.
  2. Do not walk alone, especially at night.
  3. Select a secure parking spot.
  4. Park only in lighted populous locations.
  5. Lock all doors on your car when exiting.
  6. Do not accept unsolicited help from strangers.
  7. If you need a Security escort, call 765-8825.
  8. Report all concerns about campus safety to the College Administration.
  
- C. To Prevent Violent Acts on Campus
  1. Project calmness. Move and speak quietly and confidently.
  2. Take threats seriously and report them.
  3. Report suspicious individuals immediately.

4. If you have reason to believe you are in any danger from a known source, contact the Director of Counseling at 768-1713 or the Director of Health & Safety at 765-8825.
5. If you believe you are in immediate danger or have been threatened, contact the local police immediately. Also contact Tracer Security at 765-8825.
6. In either of the above situations, stay in populated locations and well-lighted areas.

## **VI. KEY POINTS CONCERNING POTENTIALLY VIOLENT SITUATIONS**

### **When faced with violence or potential violence:**

- Do not belittle or dare a violent person.
- Do not reject all of the person's demands from the start.
- Make yourself aware of exits.
- Do not allow yourself to be backed into a room corner.
- Give a violent individual personal space.

### **Threatening Interactions or Hostile Acts**

Remain calm and speak slowly to the individual(s). If able to use the phone, call a receptionist in your building and ask her to call "Doug" at 765-8825. The receptionist will then call Tracer who will respond by sending personnel to the location. If unable to use the phone and if able to make contact with a co-worker, ask them to call "Doug" at 765-8825. By calling security in this manner you will help to avoid engaging other personnel in the confrontation.

### **Hostage Situation**

If a hostage situation occurs and you are not a hostage, don't become one. Move away from the scene quickly and warn others. Report the situation to Tracer at 765-8825 and call 911.

Do not give information to public media. This will be handled by The President of the College or the President's designee.

If you become a hostage remember:

Do not be a hero. Accept your situation and be prepared to wait. The first 15-45 minutes are the most dangerous. Follow the instructions of your captor. The longer you are together, the less likely that captor will hurt you.

### **Random Shooting**

If you hear shooting in your building, go into the nearest office or room, lock the door, lie on the floor and stay down. Place large furniture against the door to barricade the door. If there is access to a phone, call 911 to notify them of emergency. Then call Tracer at 765-8825 so they can prevent anyone else from entering the building

## **VII. REPORTING CRIMINAL ACTS**

### **If you witness, suspect, or are the victim of a criminal act:**

1. Get to a safe location
2. Call Tracer Security at 765-8825 and/or 911
3. Wait for officials to arrive...*under no circumstances should you try to apprehend the perpetrator.*

### **Reporting Harassment**

OLOL College will not tolerate harassment against any employee or student by another employee, supervisor or student for any reason. Everyone is responsible for respecting the rights of others and for avoiding discriminatory or harassing conduct. It is your right and responsibility to report breaches of this policy to your dean or an administrator. If you are not comfortable discussing the matter at with your dean or an administrator, you should contact the Corporate Compliance Officer at 765-6507. Employees may contact Human Resources directly at 765-8803.

OLOL will not retaliate or discriminate against anyone for making a good faith complaint of discrimination, workplace harassment, or fraternization.

### **Sexual Offenses**

If you are raped or sexually assaulted, you are advised to do the following:

1. Get to a safe location.
2. Call 911 to file a police report or call Tracer at 765-8825.
3. Get medical attention, but do not bathe, change clothes or otherwise clean up until the proper health care and law enforcement officials have talked to you and treated you.
4. Students are urged to notify the Dean of Student Services at 768-1713 so that other appropriate actions can be taken.

On and off campus counseling is available for victims of sexual offenses. The institution will consider reasonable academic accommodations to the victims of alleged sexual offenses if they are requested by the victim.

Procedures for on campus disciplinary actions in cases of alleged sexual offense include the following:

1. That both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and,
2. both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought.

Sanctions imposed by the College for rape, acquaintance rape, or other sex offenses (forcible or non-forcible) following an on-campus disciplinary procedure may include disciplinary dismissal. (See Student Handbook)

### **Reporting Theft and other suspicious activity**

Thefts and other incidents should be reported immediately to Tracer for investigation, as well as the Baton Rouge Police Department. When reporting suspicious persons, obtain a good physical description of the person's appearance including eyeglasses, facial hair, clothing and other distinguishing characteristics. When reporting suspicious vehicles, note the make, model, color, license plate number (and state of issue) and number of occupants. Also pay particular attention to the direction of travel of the suspicious persons or vehicles and the place where they were last seen.

### **CRIME STATISTICS AND CLERY ACT INFORMATION**

In compliance with the 1990 Student Right-to Know and Campus Security Act, now known as the Clery Act, the following information is provided:

OUR LADY OF THE LAKE COLLEGE- <i>Baton Rouge Campus</i>			
INDEX CRIMES	2007	2008	2009
Murder	0	0	0
Sexual Offenses	0	0	0
Forcible	0	0	0
Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary (breaking/entering)	0	0	0
Motor Vehicle Theft	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

Additional information on crime statistics for post-secondary schools can be found on the U.S. Department of Education website. <http://ope.ed.gov/security/Search.asp>

Crime statistics for East Baton Rouge Parish may be found at <http://www.brgov.com/dept/brpd/csr/default.asp> The College is located in District 2, Zone E, SubZone 3.

Information on sex offenders registered with the Louisiana State Police can be found through the state's sex offender and child predator registry website <http://www.lsp.org/socpr/default.html>.

## IX. FIRE PROCEDURES

Remember the acronym RACE

- Rescue
- Alarm
- Contain
- Evacuate or extinguish..

In the event of a fire outside the college buildings:

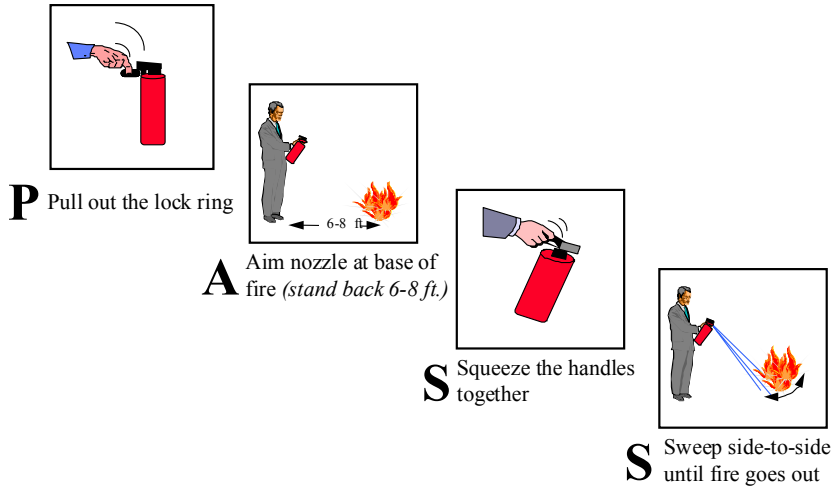
1. If the fire *is not* a threat to the building, call the fire department directly to report the fire. Also Notify Plant Services at 765-8834 and Security at 765-8825.
2. If the fire *is* a threat to the building, pull the nearest fire alarm and proceed as directed below.

The following procedures are to be followed if a fire is discovered or suspected:

- A. PULL THE NEAREST FIRE ALARM. If there is no fire pull or the alarm fails to operate, warn others by knocking on doors and/or shouting, "*FIRE!*"
- B. NOTIFY THE COLLEGE OFFICE. Dial 1700 or 1750- if line is busy, press 2- and give the location of the fire.
- C. CLOSE ALL DOORS. Especially doors to fire area. Also clear corridors.

- D. FIRE EXTINGUISHER. An extinguisher may be used for a small, contained fire (see directions for use below).
- E. EVACUATE. Go to the nearest exit and evacuate the building.
- F. ASSEMBLE in a safe area away from the building and away from fire equipment.  
Follow the instructions of Tracer Security.

## Fire extinguisher use -- P.A.S.S.



(Remember P.A.S.S. -- Pull, Aim, Squeeze, Sweep)

### X. CAMPUS MAP

The Our Lady of the Lake College campus consists of the College buildings and their adjacent parking facilities. Please refer to the map located in the center of this booklet for building locations and college parking.

### XI. EMERGENCY CLOSURE

In the event of a situation that threatens the well being of students, faculty and staff, or the community at large, the campus may be closed. All decisions shall be made with a priority for human safety and will be communicated through all local and regional media sources (College web page, campus emergency information line, campus e-mail, local television, radio, and newspaper) at the earliest time reasonably possible.

If external conditions are such that dismissal would threaten human safety, appropriate arrangements for human shelter will be implemented.